



# Vernon Jubilee Hospital Foundation Policy

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## 2. INFORMATION MANAGEMENT

### 2.1 Privacy Protection Policy

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#### 1. Policy

VJHF will abide by the principals of the PERSONAL INFORMATION PROTECTION Act, RSBC 2004 and its Regulations when collecting, retaining and revising information.

#### 2. Purpose:

To ensure public trust and respect of VJHF. The Foundation values the relationships developed with donors and prospective donors and will do nothing to jeopardize those relationships.

#### 3. Procedure:

1. The Executive Director is appointed the Privacy Officer for VJHF, and as such is responsible for responding to any complaints that may arise related to Personal Information protection and will make available information about the policies and practices and the complaint process.
2. All information given by a donor or potential donor will be treated confidential and managed with discretion.
3. VJHF will obtain expressed written or oral consent to collect, use and disclose personal information, except in circumstances when the Personal Information Protection Act authorizes the Foundation to do so. VJHF will respect individual's right to withdraw consent at anytime.
4. When collecting information, state the purpose of the collection and provide on request, the contact information for the Privacy Officer.
5. Ascertain and record only necessary information which is necessary to fulfil VJHF Mission.
6. Use information only for the purpose for which it was collected, except as required by law.
7. VJHF will not disclose information by way of sharing, renting or selling it to a third party.
8. Maintain current information in the Donor Management System.
9. Maintain the integrity of information, ensuring that it is accurate and complete by making revisions on a timely basis, including the notations of those wishing not to be contacted.
10. Delete or destroy unneeded electronic or hard copy information as soon as it is reasonable to assume the original purpose is no longer being served.
11. Delete or destroy a donor's information file after seven years of inactivity, keeping only the donor's name, last know address and total donation revenue, donor's endowment gifts and estate excepted.
12. Secure the information by employing electronic and physical security safeguards appropriate to the level of sensitivity to prevent unauthorized access, collection, use disclosure, copying, modification, disposal or similar risks.